Information Technology Certificate
Administration Assistant – General Office Administration

Click here for Gainful Employment information pertaining to Administration Assistant.

Course #	Course Title	Credits	Prerequisites	Semester Offered	Semester Taken	Grade Earned
GIT101	Typing I*	3	None	Fall, Spring		
GIT105	Office Communication Systems	3	ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring		
GIT106 (or) ACC111	Office Accounting (or) Accounting I with Computer Applications	3	MAT020 & ENL020 or satisfactory basic skills assessment scores (or) MAT020 & ENL020 or satisfactory basic skills assessment scores	---- Fall, Spring		
GIT110	Microcomputer Application Software	3	GIT102 or equivalent, ENL020 & ENL050 or satisfactory basic skills assessment score	Fall, Spring, Summer		
BUS100	Introduction to Business	3	None	Fall, Spring, Summer		
GIT220	Advanced Word Processing Applications	3	GIT120 or GIT110	Spring		
BIT202	Standard Office Procedures	3	GIT110 or GIT120	Spring		
PSY101	General Psychology	3	ENL020 & ENL050 or satisfactory basic skills assessment scores	Fall, Spring, Summer		
	Business Elective	3				
Total Credits		27				

General Office Administration Overview

Students in this option learn to keyboard, write and format business documents; use a variety of information processing tools; administer and organize an automated office; and apply correct office procedures in various situations. Students are encouraged to build on certificate programs and eventually obtain a degree at the College.

Career Outlook

Click here for O*NET Online Occupation information.

Program Outcomes

Upon completion of the Information Technology certificate, students are able to:

- Read, write, discuss and think critically about topics and ideas in information and/or office technology.
- Analyze ethical issues and apply ethical standards in the performance of responsibilities in a variety of information and office technology careers.
- Synthesize information from communications, information technology, office technology, and business to provide customer service and solve business problems.
- Assume entry-level positions in a variety of information and office technology careers.
- Work well with teams in an information or office technology setting.
- Continue education in an associate program.

*If waived, must be replaced with a Business course.